



## Employment Opportunity

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### **REFERENCE LIBRARIAN (FT)**

**Salary Range (32) \$4874 - \$5931/Mo.**

**Plus Full Benefits**

**Application Deadline: April 29, 2016, 5:00 p.m.**

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For application materials visit our website at [www.RanchMirageCA.gov](http://www.RanchMirageCA.gov) or call (760) 324-4511.  
(Completed City Application Form required; no facsimiles or e-mail accepted in this recruitment.)

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### **DEFINITION**

Under general supervision of Principal Librarian or the Senior Librarian, plans, conducts, and participates in activities of a specialized library function such as reference, children's services, technical services or a combination of these functions; performs complex professional and technical library work; performs related duties as required.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to the following:

1. Participates in the reference, information and readers' advisory services function; assists and instructs patrons in the use of reference resources including accessing and retrieving information utilizing current electronic technologies; provides orientations and instructional workshops for patrons in using the library including electronic resources.
2. Participates in collection development; organizes and maintains informational files and index materials.
3. Prepares bibliographies, pathfinders and user guides to assist patrons.
4. Participates in the acquisition, retention, discarding or special handling of library materials.
5. Participates in the preparation and presentation of, and attends workshops and training for staff development.
6. Responds and resolves citizen inquiries and complaints.
7. Participates in compiling of library activity reports and statistics.
8. Assists in the development and implementation of special programs and services.



## Employment Opportunity

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9. Assumes responsibility for departmental activities in the absence of supervisory staff.
10. Performs other duties of a similar nature and level as assigned.

### **When assigned to children's services may also:**

1. Advises children and parents in locating and choosing appropriate materials; advises children and teachers in choosing materials for children of all ages.
2. Participates in the development of the children's collection.
3. Participates in the development and implementation of a variety of library-related educational programs and activities for children including story hours, summer reading program, after school programs, library tours, instructional classes in the use of library resources, and cooperative programs with schools, teachers and child-centered organizations.
4. Develops and prepare promotional materials and publicity for the children's section; makes school and community organization visits to promote the Library.

### **When assigned to Technical Services also:**

1. Performs a wide variety of technical duties such as cataloging and classifying materials into the online database. Performs original cataloging into the online database, which conforms to national standards.
2. Supervises and oversees copy cataloging and processing of library materials.
3. Coordinates and works with vendor(s) in providing contract cataloging and processing services.

## **QUALIFICATIONS/GUIDELINES**

**Education and/or Experience:** A Librarian shall possess a Master of Library Science or an equivalent degree from an American Library Association (ALA) accredited college or university; some work experience in a public library and with electronic information systems is highly desirable.

**Knowledge, Skills and Abilities:** Knowledge of principles and practices of professional library work including methods and techniques of library reference, technical and children's services in an electronic information environment; general reference methods, techniques and sources used in library work; principles,



## Employment Opportunity

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techniques and procedures in cataloging, indexing, classifying and organizing library materials; library materials selection standards.

Ability to interpret reference sources and methods; compile and classify informational materials; apply library materials selection standards and policies; plan and conduct activities and operations of specialized library functions; interpret city and library policies, procedures and services; communicate clearly and effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

### **ADA and Other Requirements**

Position in this class typically require: prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **Licensing/Certifications**

- Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.
- Must be bondable.

***NOTE: The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.***

Posted 4/7/16